

SHELTER RESERVATION APPLICATION
Parks & Recreation Department

Park: _____ Rental Area Requested: _____

Date Needed: _____ Start Time: _____ End Time: _____

Number of Guests: _____ Please specify or 100 will automatically be registered.

Group Title/Name: _____

Contact Person: First: _____ Last: _____

Address: _____ Zip Code: _____

Phone: Home: _____ Work: _____ Alternate: _____

***** IMPORTANT RESERVATION POLICIES *****

ALCOHOL IS NOT ALLOWED IN ANY CITY PARK

Open Shelters: Although the Parks and Recreation Department strives to keep shelters in a clean condition, unscheduled use before your reservation may affect the shelter condition. Shelter rental periods will be for 4 hours. (10:00 a.m.-2:00p.m. and 4:00p.m. – close).

Refunds: Refunds will be given upon completion of a refund request form within seven (7) working days prior to any reservation date. Refunds will be given on rain outs on park master tables only. All other requests will be considered on an individual basis. Please allow two to three weeks for your refund to be processed. **A \$15.00 PROCESSING FEE WILL BE ASSESSED TO ALL REFUNDS REQUESTED BY THE PUBLIC.**

RENTAL AREAS AND FEES

Master Tables (\$40.00 except Pioneers #2 which rents for \$100.00) THESE AREAS ARE NOT COVERED

Antelope 3 Bethany 1 Holmes 2 Pioneers 2 Van Dorn 1

Open Shelters (\$45.00) – Pioneers #3 and Roper #1 do not have electricity

Antelope 1*, 2* Bethany 2* Densmore 1* Henry 1* Holmes 1, 3 Mahoney 1*, 2*
Oak Lake 1* Peter Pan 1* Pioneers 1*, 3, 4*, 5 Roberts 1* Roper 1*, 2* Tierra 1*
Uni 1* UPCO 1* Cooper(includes restroom key/electrical key)

- Open shelter areas that need a key to access the electricity (See Key Deposit Information Below).
Damage deposit refunds will be available on the second working day after your use.
- ** Shelter and master tables.

Enclosed Shelters

Antelope, Bethany and Van Dorn (Open all year) (4 hours at \$75.00, \$15.00 each additional hour)

DAMAGE AND KEY DEPOSIT

There is a \$50.00 damage/key deposit on all Enclosed Shelter Rentals. PICK UP KEY BEFORE NOON ON _____
There is a \$20.00 electrical key deposit on some Open Shelter Locations. PICK UP KEY BEFORE NOON ON _____

NOTE: This deposit needs to be on a separate check as it will likely be returned.

I acknowledge that the Parks and Recreation Department is not responsible for circumstances beyond their control such as bees, mosquitoes, rain, cold weather, etc.

Applicant Signature: _____ Date: _____

Return application form with appropriate reservation fee. No reservations are made prior to payment being received.

Make checks payable to: Parks & Recreation Department Contact Person: Reservations
2740 "A" St. 402-441-8262
Lincoln, NE 68502 Fax: 402-441-8706

OFFICE USE ONLY

Amount Paid: \$_____ Check #: _____ Date Received: _____ Staff: _____